

ARiEAL Travel Award – Procedures

The goal of the ARiEAL Travel Award is to provide supplementary financial support to our postgraduate trainees for their participation in presenting their research work at various relevant peer-reviewed conferences, workshops and/or symposiums. This is designed to supplement the financial support they might have received from their home department/faculty/institution.

1. The call is open to all ARiEAL postgraduate trainees (i.e., graduate students and postdoctoral fellows supervised by an **active** ARiEAL full/associate member) who presented their research at peer-reviewed conferences, workshops and/or symposiums.
2. The award will be granted based on the availability of fund allocation, and not by merit. It is our belief that the applicant's work has already been evaluated by the event's scientific committee and chosen based on its quality. The annual allocation will be reviewed each fiscal year.
3. We will accept applications on a rolling basis throughout the McMaster fiscal year (May 1 to April 30) until the annual allocation is depleted. The maximum award is \$500 Cdn per student per year.
4. The application must be submitted to ARiEAL within three (3) months of the event. Extension will be granted only if the applicants are waiting for the outcome of travel award from their home department/faculty/institution. A written request for extension needs to be submitted to ariealrc@mcmaster.ca.
5. Applicants are required to apply for travel award/assistance from their home department/faculty/institution prior to their application to the ARiEAL Travel Award (proof of outcome is required to accompany the ARiEAL application) and trainees are also encouraged to apply to other sources.
6. Due to the nature of this award, each trainee can only receive up to \$500 Cdn per fiscal year.
7. While not required, ARiEAL trainees are strongly encouraged to include ARiEAL Research Centre as one of their affiliations on their abstract submission. A copy of the ARiEAL logo could be requested from ariealrc@mcmaster.ca.
8. If any fraudulent actions are identified, the trainees will no longer be eligible to apply for any future ARiEAL Travel Awards.
9. A complete application package includes:
 - a. application form (see next pages),
 - b. copy of the event program (could be the link to the event webpage),
 - c. accepted abstract,
 - d. proof of acceptance,
 - e. proof of outcome from home department/faculty/institution regarding the travel assistant/award applied/received,
 - f. **original** expense receipts (unless the applicant is requesting for the allowable per diem rate as per McMaster Travel Policy) and,
 - g. consent to allow ARiEAL to make public announcement.

ARiEAL Travel Award – Application

Please ensure that the information entered is accurate, and all of the supplementary documents are enclosed.

1. APPLICANT INFORMATION

First Name	Middle Name (optional)	Last Name
Program	Institution	Level of Study
Street Address		
Apt./Suite Number	City	Province
		Postal Code
Email Address	Phone Number	
Name of Supervisor	Supervisor's Affiliation with ARiEAL	
Have you received an ARiEAL Travel Award in the past?	If yes, when?	If yes, amount?

2. EVENT INFORMATION

Title of Presentation:	
Type of Presentations:	
Name of Event:	
Dates of Event:	
Location of Event:	
Website of Event:	

3. In 150 words or less, please provide a description of how this travel supported your research. Please note this information will be used by ARiEAL to make public announcement. Submission of this application constitutes consent of such usage.

4. Please report the amount and source of any other funding you have received for this travel (proof required)

Source	Amount	Expense(s) covered
Total		

5. EXPENSE INFORMATION (Please ONLY list the expense that you are applying for; add additional pages to your application if space is needed)

Expense	Amount	Description
Total		

***Please refer to [McMaster Accounts Payable Policy - Reimbursements to Individuals for University Business](#) and [McMaster Accounts Payable Guidelines - Reimbursements to Individuals for University Business](#).*

6. Please ensure the completeness of this application package:

Part 1

ONE PDF file to arierc@mcmaster.ca with "ARiEAL Travel Award Application – [FIRST NAME LAST NAME]" as the Subject Heading

- Completed and signed application form
- Accepted abstract,
- Proof of acceptance,
- Proof of outcome from home department/faculty/institution regarding the travel assistant/award applied/received, and
- SCANNED** expense receipts (unless the applicant is requesting for the allowable per diem rate as per McMaster Travel Policy)

Part 2

Physical Copy to ARiEAL Research Centre, LRW 4020, McMaster University, 1280 Main St. W., Hamilton, ON, L8S 4K1

- Copy of the event program (if no event website link is provided in Section 2),
- ORIGINAL** expense receipts (unless the applicant is requesting for the allowable per diem rate as per McMaster Travel Policy)

By signing this application, I certify that all information given in this application is complete and accurate. I also acknowledge my signature certifies my consent for ARiEAL Research Centre to use the information for public announcement regarding the outcome of this Travel Award.

Signature of Applicant

Date of Submission